

*Town of Marlborough Police Department*



**GENERAL ORDER**

**SUBJECT: Shotguns**

**Order Number: 3.25**

DATE ISSUED: 09/10/10 BY ORDER OF POLICE CHIEF: COCOZZA

DATE EFFECTIVE: 09/10/10 REPLACES ORDER #(S): APR

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**SHOTGUNS**

**PURPOSE:** To establish policy and procedure for the use of shotguns by members of the Town of Marlborough Police Department.

**I. POLICY**

No member of the police department shall be authorized to carry a shotgun on duty unless that member has successfully completed the established course of shotgun training conducted by this police department. Nothing in this section shall be construed to prevent a member who has not completed the required training from taking custody of a shotgun for the purposes of securing it, or from utilizing the weapon in an extreme emergency when the authorized officer has been incapacitated.

**II. PROCEDURE**

A. Shotguns are special weapons which have the tactical advantages of increased firepower and increased range. They are to be deployed only when the deployment of a handgun would be justified and circumstances indicate that one of the above tactical advantages is required.

B. Only shotguns with an authorized sling and approved by the police department shall be carried on duty.

C. Unless a locked carrier has been provided within the passenger compartment, shotguns shall be carried in a case in the trunk while on patrol.

D. Upon the start of each shift, the condition of the shotgun in the patrol vehicle shall be as follows:

- 1) The magazine tube shall be loaded with department approved ammunition. Department supplied ammunition will be supplied when available.
- 2) The bolt shall be closed on a verified "*Empty*" chamber
- 3) The safety shall be in the "*Safe*" position.

The officer will utilize the clearing barrel and follow the clearing barrel procedures to safely put the shotgun in the appropriate condition for patrol.

E. The shotgun shall be removed from the locked carrier or trunk when deemed necessary as per the provisions of this order. Round shall be chambered when the tactical situation dictates. The officer's finger shall remain along side the trigger guard and the safety shall remain in the "*Safe*" position until the officer has committed to firing the weapon.

F. While deploying a shotgun, maintain a safe and sufficient distance from the suspect in order to keep the suspect from grabbing the shotgun.

G. An officer deploying a shotgun will perform the duties and responsibilities of cover man. At no point will the cover man approach the suspect and effect an apprehension. The cover man is responsible for providing protection for the officer conducting the search and handcuffing of a suspect. The cover man will position himself in such a manner that he never has the search man between himself and the suspect. This may require that the cover man move around the suspect as the search/apprehension is being conducted. The cover man should remain alert during the search/apprehension and never take his eyes off of the suspect.

If another officer on the scene is armed with a shotgun, they will provide secondary cover and also scan the area for any additional subjects.

Officers utilizing shotgun to engage a subject will not normally conduct the search and handcuffing of that individual. It is preferable to have another arriving officer not armed with a long gun perform that task. However, when no backups are available or in other unusual circumstances, one of the officers armed with a long gun will sling their weapon and handcuff the subject.

H. Once the tactical need for the shotgun has ceased, return the shotgun to the vehicle locked carrier or case within the trunk, in the "condition" defined in section D of this policy.

I. Every time a shotgun is deployed by a member, a verbal report will be made by the deploying member to their patrol supervisor as soon as is practical following the incident.

J. Authorized Ammunition:

1. Brand: Federal

2. Caliber: 12 ga.

3. Round:  
a) Rifled Slug

b) Buckshot 00

## K. Clearing Barrel Procedures

### SHOTGUN LOADING

1. UPON ENTERING THE CLEARING ZONE, PLACE MUZZLE INTO CLEARING BARREL. HOLD SHOTGUN UPRIGHT WITH STRONG HAND ON PISTOL GRIP, BUTTSTOCK SNUG AGAINST SIDE OF BODY. DO NOT PLACE FINGERS INTO TRIGGER GUARD.
2. VISUALLY INSPECT THE CHAMBER, RECEIVER, AND MAGAZINE TUBE TO ENSURE THERE IS NO AMMUNITION OR OBSTRUCTION PRESENT, AND THE SAFETY IS IN THE "SAFE" POSITION (RED INDICATOR NOT SHOWING).
3. WHILE HOLDING PISTOL GRIP OF BUTTSTOCK IN THE SHOOTING HAND, PUSH THE FORE-END FORWARD (ACTION CLOSED) POSITION WITH THE NON-SHOOTING HAND.
4. LOAD THE FIRST ROUND INTO THE MAGAZINE TUBE THROUGH THE BOTTOM OF THE RECEIVER. KEEP THE WEAPON UPSIDE DOWN TO LOAD.
5. CONTINUE TO LOAD UNTIL THE MAGAZINE TUBE IS FULL. AFTER LOADING IS COMPLETE, SLING THE SHOTGUN OVER SHOULDER OR CARRY AT PORT-ARMS. *DO NOT CHAMBER A ROUND UNLESS YOU NEED TO LOAD IN THE LINE OF DUTY.*

### SHOTGUN UNLOADING AND CLEARING

1. UPON ENTERING THE CLEARING ZONE, UNSLING SHOTGUN AND PLACE MUZZLE INTO CLEARING BARREL.
2. HOLD SHOTGUN UPRIGHT WITH STRONG HAND ON PISTOL GRIP OF BUTTSTOCK, MAINTAINING BUTTSTOCK SNUG AGAINST SIDE OF BODY. DO NOT PLACE FINGERS INTO TRIGGER GUARD.
3. VISUALLY INSPECT AND ENSURE SAFETY IS IN THE "SAFE" POSITION (RED NOT SHOWING), PRESS THE ACTION BAR LOCK, AND PULL FORE-END SLOWLY TO REAR ACTION OPEN POSITION UNTIL MAGAZINE RELEASES ROUND OF AMMUNITION.
4. BRING HAND FROM FORE-END AND PLACE OVER EJECTION PORT. ROTATE SHOTGUN TO THE RIGHT AND ALLOW RELEASED ROUND TO DROP FROM THE EJECTION PORT INTO HAND. PLACE ROUND TO THE SIDE.
5. WITH THE CHAMBER OPEN, RELEASE REMAINING AMMUNITION FROM THE TUBE UNTIL THE WEAPON IS FREE OF ALL AMMUNITION.
6. AFTER EJECTING ALL AMMUNITION FROM SHOTGUN, COUNT EJECTED ROUNDS TO ACCOUNT FOR ALL AMMUNITION. YOU MUST VERIFY THAT YOU REMOVED ALL ROUNDS FROM SHOTGUN AND THAT IT IS "SAFE" TO PROCEED.
7. VISUALLY INSPECT THE CHAMBER, RECEIVER AND MAGAZINE TUBE TO ENSURE THERE IS NO AMMUNITION OR OBSTRUCTION PRESENT, AND THE SAFETY IS IN THE "SAFE" POSITION (RED NOT SHOWING). YOU MUST VERIFY THE SHOTGUN CONTAINS NO AMMUNITION AND IS "SAFE" FOR TURNING IN.